

## Appropriate and Inappropriate Interview Questions

Be prepared for an interview by having a list of questions tied to the individual's ability to perform an essential function that makes no reference to disability. You should plan to ask all applicants the same questions. There are some questions that are considered illegal because they might directly or indirectly reveal disability. While these questions may not appear discriminatory, a person's answers may disclose information about health, sources of income or other issues which may reveal disability.

<u>Questions You <b>Can</b> Ask</u>	<u>Question You <b>Cannot</b> Ask</u>
<p>I. General Questions</p> <ul style="list-style-type: none"> <li>• Tell me about yourself.</li> <li>• What are your greatest strengths and weaknesses?</li> <li>• Tell me about your interests.</li> <li>• What do you see yourself doing in 5 years?</li> </ul> <p>II. Questions about Performing Essential Functions</p> <ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of this position with or without reasonable accommodation?</li> </ul> <p><b>Note:</b> This question is to be answered yes or no. The applicant is not required to disclose if an accommodation is needed.</p> <p>Examples of specific duties:</p> <ul style="list-style-type: none"> <li>* Can you type/file/answer phones/etc.?</li> <li>* This position involves doing X at Y speed. Can you do X at Y speed?</li> <li>* This position involves taking information over the phone and entering it into a computer. Can you do that?</li> <li>* This position requires moving construction materials weighing 15 pounds to build trails. Can you do that?</li> <li>* This position requires reading to children. Can you do that?</li> </ul> <p>III. Questions about an Accommodation</p> <p>If an applicant volunteers that he/she can perform the task with an accommodation, then you may ask:</p> <ul style="list-style-type: none"> <li>• What accommodations will you need to perform this task?</li> </ul>	<p>I. General Questions</p> <ul style="list-style-type: none"> <li>• Tell me about your disability.</li> <li>• Tell me about your health and medical history.</li> <li>• Describe any physical or mental problems or disabilities you have.</li> <li>• Have you ever received worker's compensation, SSDI or SSI?</li> <li>• Are you taking any prescribed drugs?</li> <li>• Have you ever been hospitalized?</li> <li>• How many days were you absent from work for illness last year?</li> </ul> <p>Questions about Performing Essential Functions</p> <ul style="list-style-type: none"> <li>• Do you have any disabilities, impairments or illnesses which may affect your performance in this position?</li> <li>• How can you perform these duties with your handicap?</li> </ul> <p>Examples of specific duties:</p> <ul style="list-style-type: none"> <li>* How do you drive a car?</li> <li>* How can someone with your disability drive a truck?</li> <li>* How can you manage playground duty when you can't see?</li> <li>* How can you clear trails, dig a ditch, pull weeds, mow lawns with your handicap?</li> <li>* What kinds of help will we have to give you so that you can do these tasks?</li> </ul> <p>Questions about an Accommodation</p> <ul style="list-style-type: none"> <li>• To do this job you will obviously need accommodations. Which ones will you need?</li> </ul>

*(Adapted from World Institute on Disability, Disability Demonstration Project Oakland, CA)*